

CONFIDENTIAL

28 August 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division  
for the Week Ending 28 August 1975

I. Highlights of activities for this Division for this week are as follows:

25X1 A. Ms. [ ] OP/Review Staff, was given a tabulation which showed the number of Professional Accessions into Staff Employment during fiscal years 1974 and 1975.

25X1 B. Ms. [ ] OP/Plans Staff, was given a list of GS-15 and above Female Employees on duty as of 31 July 1975. There were 24: 1 GS-17; 4 GS-16's; and, 19 GS-15's. One of the GS-15's was a part-time Contract Employee.

C. At the request of Career Management Group/DDO, Position Inventory searched 38 SF-7 Cards to ascertain whether the employees had received OSI's during the past year.

D. Position Inventory has been working on a PRA mismatch listing submitted by SRB. The listing contained 99 names of employees who were not PRA and should be; of the 99 names, 52 names had to be researched for additional data. Position Inventory has made corrections of part of them and have contacted the Operating Division Personnel Offices to resubmit actions on the rest.

E. As a result of the Annual Inventory of Active Official Personnel Folders, Files Section reports only 6 are unaccounted for.

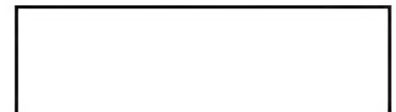
F. Qualifications Analysis Branch activities:

1. 31 Biographic Profiles were prepared;
2. 86 Biographic Profiles were updated;
3. 79 Biographic Profiles were furnished "As Is";
4. 54 Employee Files (482 lines) were coded;
5. 278 Cases (835 lines) - Coding updated;
6. 66 Language data record forms were coded and posted to the language roster;
7. 2,787 Sheets were xeroxed.

25X1

3082000

CONFIDENTIAL



Subject: Highlights of Activities for the Control Division  
for the Week Ending 28 August 1975

25X1 G. RAO/OP attended the DDA/Records Officers meeting on 20 August 1975. Miss [ ] presented an outline of the Records Management conference which will be held in late October 1975. She also announced that the DDA/MBO quarterly report has been changed to a semi-annual report beginning in January 1976.

H. Special Activity Report:

1. The project for Ms. Anne Karelikas, Senate Select Committee Staff, was completed. The final report listed the personnel who served with OSS and then served with CIA at the GS-11 or above levels. There were 575 who met this criteria of which 80 are affiliated with the Agency as Staff Employees and 20 as Annuitants or Contract Employees.

2. SSC/HSC request - Required Position Inventory to search through more than 15,000 "Record of Inquiry" cards for specific data. There was a two day deadline established and the request took 26 hours. As a result of the urgency for this data, PI was unable to process over 150 routine personnel actions for the 27 August computer cut-off.

Branch: TRB

Personnel	Hours	Grade
	40	GS-12
	6	GS-09
	5	GS-07
	21	GS-06
	12	GS-05
	1	GS-04

Branch: SRB

2	GS-13
3	GS-07
7	GS-04

TOTAL HOURS 97

25X1

[ ]  
Chief, Control Division

25X1

Distribution:

Orig & 1 - Addressee  
1 - DD/Pers/P&C  
1 - C/PMCD

CONFIDENTIAL